FILES MANAGEMENT GUIDE

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            U.S. Department of Housing and Urban Development
     Office of Administration-Administrative and Management Services
                          Document Division

                          FILES MANAGEMENT

                               GUIDE

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                              PREFACE
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This guide provides instructions on filing, maintaining and retrieving
HUD records. The real test of filing operations is how quickly and accurately
records can be found when requested. If file custodians can not produce
records when needed, the file station gets a reputation for unreliability.
Users may create and maintain duplicate files if lacking confidence in the
official files.

This guide provides a general subject file classification guide for HUD
Offices to use to prepare office subject outlines for arranging their subject
files.

This guide will give you information to:

A.   Make filing official records as easy and uniform as possible by

     standardizing filing classification schemes.

B.   Allow for similar files kept at different locations to be merged

     later if necessary.

C.   Formally authorize official file locations and prohibit keeping

     file at other locations.

D.   Standardize reference service procedures to aid in finding,
     charging out and refiling records.

E.   Reduce storage and retrieval problems by requiring daily
filing.

        F.   Standardize, as much as possible, the equipment and supplies
used
                in filing and reference service operations.

        H.   Prevent-the unauthorized, long-term storage of records in
                temporary staging areas, such as the subbasement of the HUD
                Headquarters building.

        I.   Cut filing errors and identify training needs by regularly
                checking samples of the files for duplication,
misclassification,
                or misfiles.

        J.   Set up and keep files in a way that makes it easier to
dispose of
                records using records disposition schedules.

        Provides instructions on handling and storing electronic media
such as
        diskettes (par. 2-21), but does not cover the indexing or
retrieval of
        electronic records. For information on indexing and retrieval,
see:

        1.   General Services Administration (GSA) handbook Electronic
                Recordkeeping, dated 1989.

        2.   National Archives and Records Administration (NARA) guide
Managing
                Electronic Records, dated 1990.